

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175/6175

POSITION VACANCY ANNOUNCEMENT 20-011a

Open Date: 23 October 2019 Close Date: OPEN UNTIL FILLED

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: PRODUCTION RECRUITER RETAINER (4 POSITIONS)

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: TSgt/E6
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: TSgt/E6**

**ORGANIZATION/LOCATION: 175TH WING, MDANG, 2701 Eastern Boulevard, Middle River, MD
21220-2899**

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ENLISTED (SrA/E4 - TSgt/E6) MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Element I - Knowledge of the organization, mission and operation of the Air National Guard, in general.

Knowledge of the Air National Guard entitlements and benefits.

Element II - Experience and knowledge of the methods and techniques of sales, public relations, recruiting internally and externally, including the use of newspapers, radio, and television.

Element III - Experience and ability to speak clearly and effectively to persons of all management levels both military and civilian audiences.

Element IV - Experience and knowledge of developing and implementing a recruiting operation plan that includes goals, objectives, recruiting activities, advertising and financial planning.

Element V - Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously, and meeting deadlines. Must be highly self-motivated, well organized, creative, and work with minimal supervision.

Element VI - Ability and willingness to work a varied work schedule with often long hours and perform at various recruiting events and locations. Events include state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends are required, often with little advance notice.

Element VII - Ability and experience with operating a personal computer with a working knowledge of current systems to include a working knowledge of Microsoft Word, Excel, and Power Point programs.

AFSC

AFSC: 8R000 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/ Reserve Program, and the AFSC Specialty Qualifications defined in Air Force Enlisted Classification Directory (AFECD) 30 Apr 2019. Enlisted members must have prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry, into this Special Duty Identifier. **Must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Applicants must be an E-4 (Senior Airman) with Airman Leadership School completed through E-6 (Technical Sergeant). Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECD, Attachment 4. Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory. Completion of high school or general educational equivalency is mandatory. SSgts must have completed Airman Leadership School. For retention, completion of the recruiter course is mandatory. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty. Score 80 or above of the last two fitness test and have no current fitness exemptions. For Entry and Retention: No history of emotional instability, personality disorder, or other unresolved mental health problems. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. No record of conviction by summary, special, or general courts-martial. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, Recruiting Procedures for the Air Force, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.
7. Selected Applicant MUST attend the first available ANG Recruiter Course at Lackland AFB.
8. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted but are not mandatory.
- ☐ All DD214s and/or NGB 22
- ☐ Completed Questionnaire (**below**)

For Positions Advertised to "Current On-Board AGR Applicants Only":

- ☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- ☐ ☐ Are you currently a Maryland Air National Guard Member? _____
- ☐ ☐ Are you currently AGR? If so, what State? _____
- ☐ ☐ Are you currently a Technician? If so, what State? _____
- ☐ ☐ Are you currently deployed? If so, what location? _____
- ☐ ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____
- ☐ ☐ Are you currently in a "fenced" position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

_____, _____

Forward application and attachments via **MAIL, EMAIL, OR WALK-IN**: Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory, Human Resource Office on the 3rd floor, Room 26

SUBMIT ONE PDF DOCUMENT ENTITLED 20-011a PRODUCTION RECRUITER RETAINER TO:

ng.md.mdanng.mbx.mdng-hro-agr@mail.mil

MAIL

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS. FORWARDING ADDRESS IS ON THE NEXT PAGE.

Forward application and attachments to: **Human Resources Office**
ATTN: NGMD-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION